

PRITISHREE SRICHANDAN

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Bhubaneswar/ODISHA

SUMMARY

Highly motivated and professional Executive Secretary with over 3 years of experience providing high-level support to senior executives. Proficient in managing organizing meetings and events. Possess exceptional communication and interpersonal skills with a proven ability to work independently and as part of a team.

EDUCATION

B.J.B autonomus college

Integrated Master of Business Administration
2021-2026

Institute of higher secondary education

Intermediate
2019-2021

Saraswati shishu vidya mandir

Matriculation
2019

SKILLS

- Strong organizational and time-management skills
- Search engine optimization
- Content creation and copywriting
- Social media marketing
- Email marketing
- Graphic design
- Brand development
- Basic Design Skills
- PPC (Pay-Per-Click) Advertising
- CRM (Customer Relationship Management)
- Customer relationship
- Negotiation
- Slide presentation
- M.s. Excel
- Exceptional communication skills
- Ability to work independently and as part of a team
- Detail-oriented and able to handle multiple tasks simultaneously

PROFESSIONAL EXPERIENCE

Relationship Manager

DN Homes pvt. ltd. | July 2023 - March 2024

Effective communication between the company and its partner client Relations

identifying opportunities for business growth

work closely with sales and marketing teams to boost profitability and customer satisfaction

Digital marketing intern

Playbook marketing pvt. ltd. | April 2023 - June 2023

advertising and promotional efforts within a company
building social media campaigns

Collect quantitative and qualitative data from marketing campaigns

Prepare promotional presentations

Business Development Executive

Foresight Tech Media LLP | 1st Mar 2021 - 31st Dec 2022

Assisted executive secretary in managing and coordinating cschedules, meetings, and travel arrangements for senior executives

Conducted research and prepared reports on various topics related to the company's operations and industry trends

Provided administrative support, including answering phone calls, responding to emails, and preparing correspondence